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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY****NPR 2200.2C**

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Request Notification of Change

 (NASA Only)

## **Subject: Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information (Updated w/change 2, 12/9/14)**

**Responsible Office: Office of the Chief Information Officer**

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## **Preface**

### **P.1. Purpose**

- a. In accordance with the National Aeronautics and Space Act of 1958, as amended, NASA shall provide for the widest practicable and appropriate dissemination of information concerning its activities and the results thereof. Unless a determination is made that public dissemination of information shall be prohibited or restricted, NASA information is made available to the public.
- b. This NASA Procedural Requirements (NPR) identifies requirements for approving, publishing, and disseminating NASA scientific and technical information (STI) under the policy set forth in NASA Policy Directive (NPD) 2200.1.

### **P.2. Applicability**

- a. This NPR shall apply to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers, and to the Jet Propulsion Laboratory (a Federally Funded Research and Development Center), other contractors, grant recipients, or parties to agreements only to the extent specified in their contracts, grants, or agreements.
- b. Treatment of NASA STI produced under NASA contracts, grants, and cooperative agreements shall be in accordance with Federal and NASA regulations, including the Federal Acquisitions Regulation (FAR), the NASA FAR Supplement, and NPR 5800.1, except in the case of approved waivers and exemptions.
- c. All NASA STI and NASA-funded STI, if it is released by or on behalf of NASA, shall be electronically reviewed and approved by the NASA Form (NF) 1676 or NF-1676A (for those Centers that use the Agency E-DAA system), including NASA STI produced by NASA contractor, grantee, and cooperative agreement authors if the NASA STI is released by or for NASA.
- d. NASA contractors, grantees, and cooperative agreement participants whose contract, grant, and cooperative agreement contains a pre-review requirement shall have all NASA STI reviewed and approved by NASA regardless of whether the contractor, grantee, or cooperative agreement participant releases the STI for or on behalf of NASA or for or on behalf of their own company or institution.

### **P.3. Authorities**

- a. The National Aeronautics and Space Act, 51 U.S.C. § 20113(a)
- b. NPD 2200.1, Management of NASA Scientific and Technical Information (STI)

## **P.4. Applicable Documents and Forms**

- a. Copyrights United States Government Works 17 U.S.C. § 105
- b. The Rehabilitation Act of 1973, Section 508, as amended, 29 U.S.C § 794d.
- c. 48 C.F.R. Chapter 18.
- d. OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments (10/07/1994) (further amended 08/29/1997)
- e. OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (11/19/1993) (further amended 09/30/1999)
- f. OMB Circular A-130, Management of Federal Information Resources (11/28/2000)
- g. NPD 1490.1, NASA Printing, Duplicating, and Copy Management
- h. NPD 2110.1, Foreign Access to NASA Technology Transfer Materials
- i. NPD 2190.1, NASA Export Control Program
- j. NPD 2200.1, Management of NASA Scientific and Technical Information (STI)
- k. NPD 2210.1, External Release of NASA Software
- l. NPD 5100.4, Federal Acquisitions Regulation Supplement (NASA/FAR Supplement) [48 C.F.R 1800-1899]
- m. NPD 7120.4, NASA Engineering and Program/Project Management Policy
- n. NPD 8070.6, Technical Standards
- o. NPR 1441.1, NASA Records Retention Schedules
- p. NPR 1450.10, NASA Correspondence Management and Communications Standards and Style
- q. NPR 1600.1, NASA Security Program Procedural Requirements
- r. NPR 2190.1, NASA Export Control Program
- s. NPR 2210.1, External Release of NASA Software
- t. NPR 2810.1, Security of Information Technology
- u. NPR 5800.1, Grant and Cooperative Agreement Handbook, 14 C.F.R 1260, Parts 1260, 1273, and 1274
- v. NPR 7120.7, NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements
- w. NPR 8621.1, NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping
- x. NASA Graphics Standards, <http://www.hq.nasa.gov/office/pao/insignia/>
- y. American National Standards Institute (ANSI)/National Information Standards Organization (NISO) Z39.18, Scientific and Technical Reports--Preparation, Presentation and Preservation
- z. ANSI/NISO Z39.23, Standard Technical Report Number (STRN) Format and Creation
- aa. NASA/SP--2005-7602, NASA Publications Guide for Authors and Updated Versions
- bb. NASA/SP--2006-6114, NASA STI Standards
- cc. NASA STD 2820, Encryption and Digital Signature Standards

## **P.5. Measurement/Verification**

- a. In assessing whether NASA is achieving the STI policies set forth in NPD 2200.1 (based on Government Performance and Results Act reporting requirements), the Agency shall measure, on an annual basis, the following performance trends to determine the value of the STI Program. These include:
  - (1) Capture NASA STI--NASA shall collect NASA STI from a variety of sources to expand the amount and scope of technical information acquired by the program.
  - (a) This activity shall be measured by the number of STI items that are collected and input into the STI database on an annual basis (tracked monthly).

- (b) This measurement shall be tracked and analyzed by the Scientific and Technical Information Program Office (STIPO) and validated by a non-STIPO entity.
- (2) Access STI--NASA shall increase the number of STI documents that it makes available in electronic format.
- (a) This activity shall be measured by the STIPO by the number of electronic documents scanned or received electronically by STI Support Services on an annual basis (tracked monthly).
- (b) This measurement shall be tracked and analyzed by the STIPO and validated by a non-STIPO entity.
- (3) Disseminate STI--NASA shall track the number of primary distributions or accesses of STI including electronic searches (Web page hits) to determine the usage of its products and services.
- (a) This activity shall be measured annually (tracked monthly) by the number of Web page accesses in addition to the number of usages of STI products and services.
- (b) This measurement shall be tracked and analyzed by the STIPO and validated by a non-STIPO entity.
- (4) Measure customer satisfaction--NASA (by the STIPO based on inquiries to the NASA STI Support Services Help Desk) shall analyze comments and suggestions received from internal users and user groups (especially NASA, NASA contractors, and NASA grantees) and external users (when received on a voluntary basis) to improve its STI services and products.
- (a) This information shall be tracked by the NASA STI Support Services on an annual basis.
- (b) This information shall be validated by the STIPO and a non-STIPO entity, where possible.
- (5) Measure effectiveness of the STI review process--NASA shall measure the effectiveness of the STI review process through the results of the annual compliance review and associated reports to the Center Directors.
- (6) Ensure information assurance protection for STI--NASA shall be assessed based on the accreditation designations of systems that support acquiring, processing, storing, transmitting, and maintaining its information.
- (7) Evaluate effectiveness of STI information protection--NASA information protection shall be evaluated based on the number and degree of security incidents reported and adjudicated by the NASA Security Operations Center.

## P.6. Cancellation

a. NPR 2200.2B, Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information, dated March 25, 2005

/S/

Linda Cureton  
Chief Information Officer

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